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NASA Procedural Requirements

COMPLIANCE IS MANDATORY

NPR 1800.1C
Effective Date:
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**Subject: NASA Occupational Health Program Procedures
w/Change 1 (12/31/2009)**

Responsible Office: Office of the Chief Health & Medical Officer

| [TOC](#) | [ChangeLog](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) |
[Chapter5](#) | [Chapter6](#) | [Chapter7](#) | [AppendixA](#) | [AppendixB](#) | [AppendixC](#) |
[AppendixD](#) | [AppendixE](#) | [AppendixF](#) | [ALL](#) |

Preface

P.1 Purpose

- a. This NASA Procedural Requirement (NPR) describes occupational health program procedures necessary to effectively carry out the mission of the Office of the Chief Health and Medical Officer as specified in Section 4.16.1 of NPD 1000.3C, The NASA Organization and to ensure that the scope and quality of services provided by Occupational Health Program (OHP) personnel at NASA Centers are optimal. Both OHP professionals and allied professionals throughout the Agency shall utilize these procedures, as appropriate, in their daily tasks to assure the health of employees and a safe work environment.
- b. Where conflicts exist between other NASA health and safety requirements, Occupational Safety and Health Administration requirements and other Federal, state, or local regulations, the most protective requirements shall apply.
- c. OHP services shall encompass six constituent areas, all working synergistically to support employee health, yet functioning under different legal statutes and requiring unique professional expertise and different process procedures and outcome metrics. These six constituent programs include Occupational Medicine, Environmental Health, Radiological Health, Health Promotion and Wellness, Workers' Compensation, and Employee Assistance.
- d. Recordkeeping is one area that overlaps all six of the OHP constituent areas. While each area has recordkeeping requirements specific to it, there are a few requirements

that apply across the board. All OHP records (e.g., medical, industrial hygiene, and compensation claims) shall be safeguarded, maintained, and dispositioned in accordance with the following:

- (1) NPR 1441.1, NASA Records Retention Schedules;
- (2) 5 U.S.C. 552a, the Privacy Act of 1974, as amended; and
- (3) The Health Information Management System (HIMS) in NASA's "Privacy Act; Annual Notice and Amendment to Systems of Records," published in the Federal Register.

P.2 Applicability

This NPR is applicable to NASA Headquarters, NASA Centers, and Component Facilities, as well as to the Jet Propulsion Laboratory and to NASA contractors to the extent specified in their contracts.

P.3 Authority

- a. 29 U.S.C 668, Section 19 of the Occupational Health and Safety Act of 1970, as amended, Programs of Federal Agencies.
- b. 5 U.S.C 7901, Health Services Programs.
- c. Executive Order 12196, dated February 26, 1980, Occupational Safety and Health Programs for Federal Employees, 3 CFR (1980 Compilation).
- d. 29 CFR Part 1960, Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters.

P.4 Applicable Documents

- a. 5 U.S.C. 552a, the Privacy Act of 1974.
- b. NPD 1800.2, NASA Occupational Health Program.
- c. NPR 1000.3, The NASA Organization.
- d. NPR 1441.1, NASA Records Retention Schedules.
- e. NPR 8715.1, NASA Occupational Safety and Health Program.
- f. NPR 8621.1, NASA Procedural Requirements for Mishap and Close Call Reporting, Investigating and Recordkeeping.
- g. NPR 8715.2, NASA Emergency Preparedness Plan Procedures and Guidelines.

P.5 Measurement/Verification

Triennial audit process and interim Center self audits.

P.6 Cancellation

- a. NPR 1800.1B, NASA Occupational Health Program Procedures, dated January 30, 2007.

- b. NPR 1810.1A, Health Services for International Travel or Assignment
- c. NPD 1810.2B, NASA Occupational Health Medicine Program (Revalidated 3/29/04)
- d. NPD 1820.1B, NASA Environmental Health Program (Revalidated 3/29/04)
- e. NPD 1830.1B, NASA Employee Assistance Program (Revalidated 3/29/04)
- f. NPD 1840.1B, NASA Worker's Compensation Program (Revalidated 3/29/04)
- g. NPD 1840.1, Management of Workers' Compensation Injuries and Illnesses w/Change 1

/s/

Richard S. Williams

| [TOC](#) | [ChangeLog](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) |
[Chapter4](#) | [Chapter5](#) | [Chapter6](#) | [Chapter7](#) | [AppendixA](#) |
[AppendixB](#) | [AppendixC](#) | [AppendixD](#) | [AppendixE](#) | [AppendixF](#) | [ALL](#)

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